

**REQUEST FOR QUALIFICATIONS**

**INDIANA FINANCE AUTHORITY**

**FOR**

**ENVIRONMENTAL CONSULTING SERVICES FOR REMEDIATION  
OF PETROLEUM REMEDIATION GRANT BROWNFIELD SITES**

**DUE TO THE INDIANA FINANCE AUTHORITY**

**NOVEMBER 3, 2006**

**12:00 P.M.**

## **INTRODUCTION**

The Indiana Brownfields Program (the “Brownfields Program”), on behalf of the Indiana Finance Authority (the “IFA”), is requesting technical qualifications from environmental consulting firms interested in providing technical services for local political subdivisions for brownfields Petroleum Remediation Grant (“PRG”) funding. The PRG is a component of the Environmental Remediation Revolving Loan Fund (the “Brownfields Fund”) that provides grant assistance to political subdivisions in Indiana to complete remediation of petroleum contamination at brownfield sites. The Brownfields Fund was created by the Indiana General Assembly in 1997 and is administered by the Brownfields Program on behalf of the IFA. The PRG work is being tasked in two general phases. The first phase is to identify political subdivisions that have eligible petroleum-contaminated brownfield sites and to identify those sites that can utilize PRG funds. Site eligibility criteria can be found at <http://www.brownfields.in.gov>. The second phase is to remove any storage tanks and associated equipment and to remediate petroleum contamination to facilitate future redevelopment. The State of Indiana will be divided into seven administrative regions (the “Regions or PRG Regions”) and one consulting firm will be selected for each Region in order to facilitate aggressive remediation and redevelopment goals. A map depicting the PRG Regions is found as Exhibit A to this Request for Qualifications (the “Request”). Each Region will be initially allocated up to \$750,000 for the identification and remediation (including limited investigation) of petroleum-contaminated sites. Twenty five percent of the \$750,000 allocated to each Region (\$187,500) may be set aside for the identification and remediation of eligible petroleum-contaminated brownfield sites in communities with populations less than 10,000. Funds allocated to any Region that are not used will be forfeited to other Region(s) for activities related to this initiative.

The IFA desires to qualify environmental consulting firms to develop the PRG initiative, consistent with the needs outlined in this Request. Submittals that meet the selection criteria set forth below will be scored for each Region. Respondents selected to participate in this PRG initiative will be asked to enter into a contractual agreement with the IFA. The contract will address general administrative, performance, and payment aspects for the PRG projects.

## **BACKGROUND INFORMATION**

The Brownfields Program has historically been administered by both the former Indiana Development Finance Authority and Indiana Department of Environmental Management (IDEM). With the Governor’s aggressive state government restructuring effort, the Brownfields Program was consolidated under the purview of the IFA, although environmental and technical activities are still conducted by IDEM staff assigned to the Brownfields Program. The IFA is a body corporate and politic, and though separate from the State, the exercise by the IFA of its powers constitutes an essential public function. The IFA is governed by a five-member board including the Director of the Office of Management and Budget, the State Treasurer, and three lay members appointed by the Governor. The IFA, through the Brownfields Program, administers the Brownfields Fund.

## **REQUEST SUBMITTAL INSTRUCTIONS**

Sealed qualifications will be received by the IFA at the address listed below until 12:00 p.m. (noon) on November 3, 2006. Responses to this Request must be clearly marked on the outside of the package with the following description: **“IFA Request for Qualifications – Remediation Services”**.

Responses to this Request that do not arrive by 12:00 p.m. (noon) on November 3, 2006, **WILL NOT BE ACCEPTED**. Applicants must submit their qualifications any time prior to the above stated deadline.

### **Mailing Address:**

Three copies of the qualifications should be mailed to:

#### **IFA Request for Qualifications – Remediation Services**

Indiana Finance Authority  
c/o Indiana Brownfields Program  
Attn: Sara Westrick Corbin  
100 North Senate Avenue, Room 1275  
Indianapolis, IN 46204

Please note the following:

- (a) The IFA will not be held responsible for qualification envelopes mishandled as a result of the envelope not being properly prepared. **Facsimile or telephone qualifications will NOT be considered** unless otherwise authorized; however, qualifications may be modified by fax or written notice provided such notice is received prior to the opening of the qualifications.
- (b) For ease of evaluation, the qualifications should be presented in a format that corresponds to and references sections outlined within this Request and should be presented in the same order. Responses to each section and subsection should be labeled so as to indicate which item is being addressed. Exceptions to this will be considered during the evaluation process. If the applicant wishes to provide other supplemental information, it should be segregated at the end and identified separately from the information requested.
- (c) The individual(s) legally authorized to bind the applicant must sign the qualification.
- (d) Inquiries are not to be directed to any staff member or board member of the IFA or any other state employees. Such action may disqualify a response from further consideration for a contract as a result of this Request.

## **PROPOSED SCOPE OF WORK**

The proposed scope of work consists of providing environmental remediation services for the purpose of addressing petroleum contamination at Indiana brownfield sites. Selected firms must be qualified and willing to perform the following general tasks:

- (a) identify possible sites eligible for PRG funding (Brownfields Program staff will provide educational materials to firms and will determine eligibility of identified sites);
- (b) perform limited investigations to determine past practices and location, size, and contents of tank(s) (type/quantity) and to complete delineation of petroleum contamination;
- (c) evaluate available technical information to develop and submit scopes of work for approval per IDEM's Risk Integrated System of Closure (RISC) guidelines;
- (d) coordinate remediation activities with political subdivisions;
- (e) conduct all necessary technical activities to complete petroleum remediation in accordance with the approved RISC work plans, including but not limited to:
  - (1) project specific health and safety plan development and implementation
  - (2) storage tank removal
  - (3) soil/groundwater sampling
  - (4) remedial system design/implementation/installation/operation
  - (5) project management
  - (6) confirmatory sampling
  - (7) interim project reporting
  - (8) contaminant transport modeling
  - (9) remedial system maintenance
  - (10) closure sampling
  - (11) final project reporting
  - (12) project invoicing
  - (13) drum/container removal
  - (14) such other tasks deemed necessary to achieve remedial goals

## **SELECTION CRITERIA**

The Evaluation Team will review all of the responses in the following manner:

1. Each response will be evaluated on the basis of the criteria listed below.
2. Based on the results of that evaluation, the response(s) determined to be most advantageous to the IFA, taking into account all of the evaluation criteria, may be selected by the IFA for further action.
3. If technical response(s) are close to equal, greater weight could be given to firms based in Indiana. Regional participation is desirable.

On or before November 30, 2006, the IFA intends to announce the firms that have been selected to participate in the PRG process. However, the IFA reserves the right to modify that date and/or forego, without cause, the selection process. General criteria for selection will include, but are not limited to, the following factors. The percentage of the total evaluation score associated with each factor is also indicated.

1. (50%) Experience of the firm and its personnel pertaining to environmental investigation and remediation of petroleum contamination (and other contaminants where relevant), and underground storage tank and/or aboveground storage tank closure/removal.
2. (8%) Proficiency of the firm and its personnel with IDEM's RISC procedures outlined in the RISC Technical and User Guides.
3. (6%) Familiarity of the firm and its personnel pertaining to the Comprehensive Environmental Response Compensation and Liability Act (CERCLA), the Resource Conservation and Recovery Act (RCRA), the Indiana Spill Rule, the Underground Storage Tank statute, the Voluntary Remediation Program (VRP), and the Excess Liability Trust Fund statute.
4. (6%) Familiarity of the firm and its personnel pertaining to the most recent and applicable rules, regulations, statutes, guidance documents, and non-rule policy documents pertaining to Factors #2 and #3 above.
5. (5%) Experience of the firm and its personnel pertaining to brownfields redevelopment initiatives, concepts, resources and outreach at the state and federal levels.
6. (25%) Responses to the Costs section (number two in the **Information Requested** section) of this Request.
7. (Pass/Fail) Quality, timeliness and thoroughness of the response submitted.

Minimum eligibility requirements include the following:

- (a) Have a substantial Indiana presence and office.
- (b) Have at least one (1) full-time licensed geologist in good standing.
- (c) Have at least one (1) full-time licensed engineer in good standing.
- (d) Not be included on any current debarment or exclusion list created or maintained by a State of Indiana agency, quasi-agency, or affiliated entity.

The State of Indiana is interested in encouraging the participation of minority-owned and woman-owned firms, minority and female environmental professionals. If your firm does not meet the minimum criteria listed above and you are a minority-owned or woman-owned environmental consulting firm, please identify formal partnerships or associations that have been or will be created in order to meet the minimum eligibility requirements outlined above.

The IFA reserves the right to select or not select, in its sole discretion, firms to whom it solicits qualifications, based on its assessment of each firm's strengths and the overall objective of best meeting the needs of the IFA and the PRG initiative.

## **CALENDAR**

The following calendar will generally be followed. The IFA reserves the right to alter this calendar as it deems necessary.

**October 19, 2006:** The Request is released.

**October 27, 2006:** Brownfields Program staff will be available between 1:00 p.m. and 2:30 p.m. to answer questions related to this Request. This availability session will be held at the following location:

Indiana Government Center North  
100 North Senate Avenue, Room 1101  
Conference Room C  
Indianapolis, IN 46204

**November 3, 2006:** All responses to this Request are due by 12:00 p.m. (noon) on this date. The IFA reserves the right to conduct interviews of any respondent it deems necessary. No late responses will be accepted.

**November 30, 2006:** The firms selected to participate in this PRG initiative will be notified of the IFA's decision on or before this date.

**3 Months after Contracts Signed:** Identification of potential sites and a list of said sites submitted to the Brownfields Program for review.

**6 Months after Contracts Signed:** Limited investigation performed (number and location(s) of tanks identified, contents quantified, etc.).

**8 Months after Contracts Signed:** Remediation scopes of work submitted to the Brownfields Program for review.

**9 Months after Contract Signed:** Remediation scopes of work approved by the Brownfields Program and work begins.

**12 - 18 months after Contract Signed:** Closure reports submitted to the Brownfields Program for review. Site redevelopment occurs.

## **INFORMATION REQUESTED**

### **1. General Information**

- (a) Name and title of individual(s) designated as the point(s) of contact for the firm, including business mailing address, fax and telephone numbers, and email address(es).
- (b) A brief description of the history of the firm, its capabilities, and how selection of the firm would benefit this PRG initiative and the IFA.
- (c) A brief description of the firm's ability to meet the needs outlined in the Proposed Scope of Work section and the ability to meet the timeframes set forth in the Calendar section.
- (d) Relevant biographical information with respect to the members of the firm who would be assuming primary responsibility for PRG projects. Please identify members of the firm and their respective responsibilities as they will relate to the requirements of and activities included in this Request.

- (e) Narrative discussion on the financial stability and strength of the firm.
- (f) Narrative discussion on the health and safety practices/programs of the firm, including a description of the firm's safety record for the last five years.
- (g) Identification of the sub-contractors to be used by the firm in the performance of activities listed in the above Proposed Scope of Work section. Please provide a brief description of the firm's prior working relationship with the identified sub-contractors and any other relevant information. If specific sub-contractors cannot be listed by name, please provide a general description of the type of services to be provided through the use of sub-contractors.

## 2. Costs

As part of the \$750,000 allocated for each of the seven Regions, a maximum of five percent (\$37,500) will be reserved for identification of potential sites. Payment for these activities will be issued according to the payment schedule found as Exhibit B. **In your response to this Request, please include your hourly rate for performing the aforementioned site identification activities in addition to providing costs for each of the following items for the Region(s) in which you would like to be qualified:**

- (a) Removal of tanks, piping, dispensers < 5,000 gallons
- (b) Removal of tanks, piping, dispensers > 5,000 gallons
- (c) Petroleum impacted soil disposal (trucking and landfill) per cubic yard
- (d) Petroleum impacted tank contents per gallon (labor, trucking)
- (e) Solid waste disposal per ton (concrete, asphalt, general refuse)
- (f) Geoprobe cost per day (include operator)
- (g) Monitoring well installation per DNR regulations for wells - 20ft to 30ft
- (h) Monitoring well installation per DNR regulations for wells < 20ft
- (i) Monitoring well installation per DNR regulations for wells - 31ft to 45ft
- (j) Monitoring well installation per DNR regulations for wells - 45ft to 60ft
- (k) Backfill and trucking per ton
- (l) Labor cost per hour (general labor, geologist, etc.)
- (m) Miscellaneous equipment rental list

Payment for remediation activities will be based on the site-specific work plans submitted by the selected firms and will be consistent with the PRG payment schedule. These payments will be based on a pay-for-performance model of reimbursement. The PRG payment schedule is attached as Exhibit B.

## 3. Previous Experience

- (a) Provide a summary of the firm's past two years experience with petroleum remediation projects, organized by the following remedial approaches. Please limit responses to no more than two pages of narrative description per remedial approach. Summary charts of project specific information may be substituted for narrative descriptions.
  - (1) Soil excavation and disposal
  - (2) In-situ soil vapor extraction

- (3) Ex-situ soil treatment
- (4) Groundwater extraction and treatment
- (5) In-situ air sparging
- (6) In-situ biological treatment
- (7) In-situ chemical oxidation
- (8) Phytoremediation
- (9) Groundwater containment / Barrier system
- (10) Monitored natural attenuation / Risk analysis
- (11) Free product removal
- (12) Other

- (b) Please estimate the number of Indiana site closures obtained by the firm in the past three years. Examples of site closures should include documented Site Status Letters, Comfort Letters, No Further Action Letters, Certificate of Completion determinations issued by IDEM involving petroleum contamination, or the achievement of remedial cleanup goals at petroleum contaminated sites not enrolled in an IDEM cleanup program. Please limit your response to this sub-section to no more than two pages of narrative or chart summarization.
- (c) Describe in two pages or less the firm's experience with fixed-price remediation contracts and the firm's success rate in achieving cleanup targets within the constraints of the applicable contract terms.

#### 4. Geographic Coverage Area

The IFA will select one firm for each of the seven Regions. In your response, please indicate one or more Regions in which your firm intends to participate in the PRG initiative and list in order of preference. Please note that the firms selected to participate in the PRG initiative can only be selected for the Region(s) indicated in their response to this section and may not be qualified for more than two regions. The firm may not be selected for all regions requested. A firm's pricing may vary by Region.

#### 5. Client References

Please provide contact information for five client references that can provide information on the nature and results of petroleum related remedial work that the firm has performed during the last three years.

#### 6. Other

Please provide any additional information that you consider relevant to the evaluation of the firm's submittal.

#### 7. Important Administrative Information

- (a) Respondent shall certify within the letter of transmittal that to the best of its knowledge, all information provided herein is accurate and complete. Any applicant misrepresentation shall be treated as fraudulent concealment from the IFA of the true facts relating to the qualification.



- (b) Respondent shall disclose any information that may materially impair the firm's ability to provide the level of service required. Qualifications, which appear unrealistic in terms of commitments, lack of technical competence, or are indicative of failure to comprehend the complexity of this contract, may be rejected.
- (c) Each applicant must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this Request. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a qualification in response to this Request, applicants affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of an applicant's qualification. An award will not be made where a conflict of interest exists. The IFA will determine whether a conflict of interest exists and whether it may reflect negatively on the IFA's selection of an applicant. The IFA reserves the right to disqualify any applicant on the grounds of actual or apparent conflict of interest.
- (d) Please provide details of any past and/or current relevant criminal investigation, pending litigation, regulatory or civil enforcement action your firm is or was involved in.

#### **TERMS, CONDITIONS, AND EXCEPTIONS**

- (a) This Request is not an invitation to bid nor is it a request for proposal under the procurement provisions of the Indiana Code.
- (b) The IFA does not create any obligation, expressed or implied, of any kind or description in issuing this Request or receiving a response. Neither this request nor the response shall be construed as a legal offer.
- (c) The IFA reserves the right to alter, amend, or modify any provisions of this Request, or to withdraw this Request, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the IFA to do so.
- (d) The IFA shall reserve the right to reject any and all submissions without cause, waive irregularities in all procedures related to this Request, make inquiries of responding firms and their references and clients regarding qualifications or information submitted as part of their responses as deemed necessary, conduct personal interviews of any or all respondents, and request and receive additional information as the IFA deems necessary.
- (e) The IFA has adopted many of the required State of Indiana contractual provisions. The IFA hereby puts the applicant on notice that a successful award at the end of the process will be contingent upon the agreement to comply with these standard contractual provisions (such as drug-free workplace certifications, minority and women business enterprise

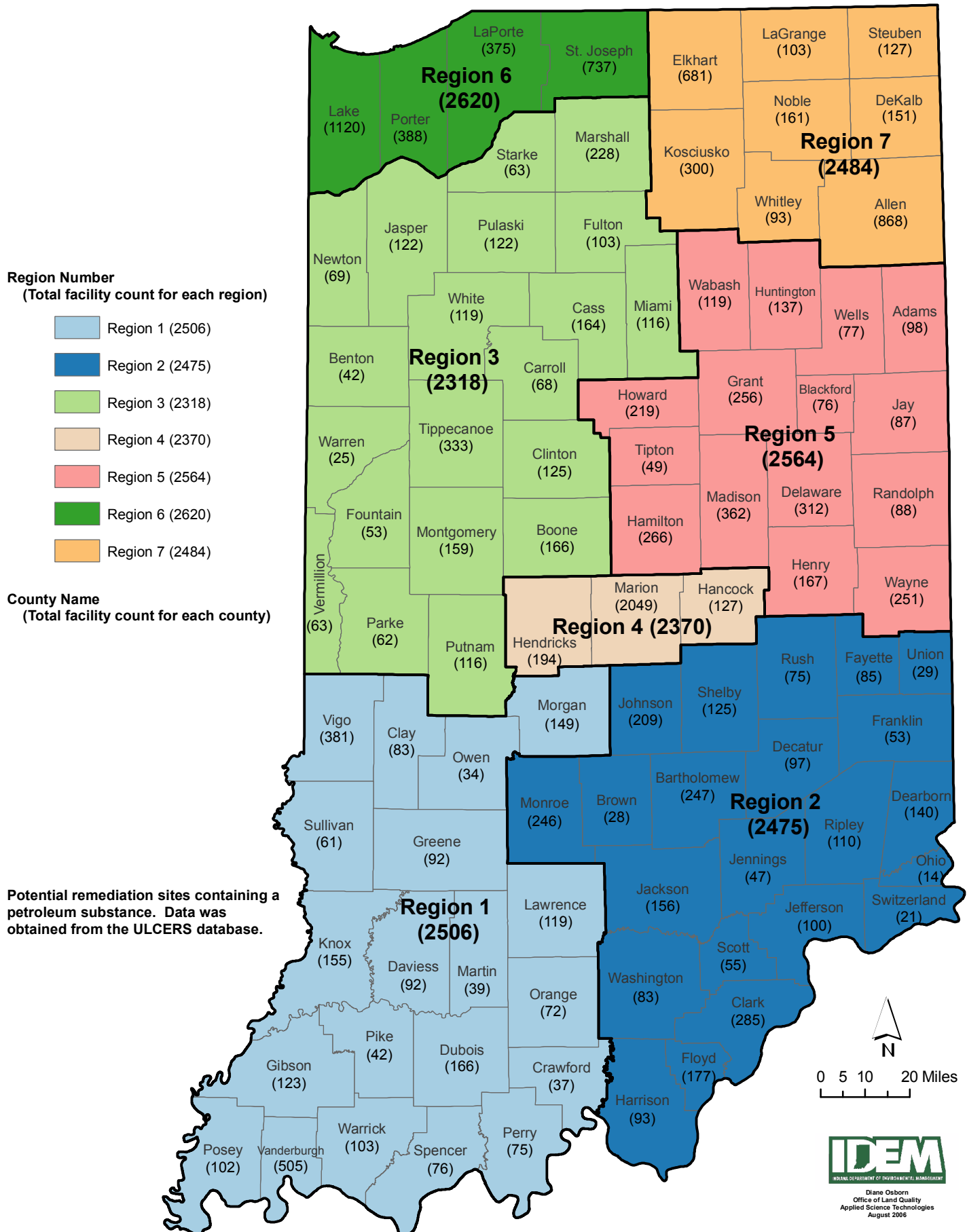
compliance, nondiscrimination certifications, licensing standards, certifications relating to HIPAA, certifications regarding telephone certifications, and certifications relating the State of Indiana ethics policies).

- (f) Respondents are advised that materials contained in qualifications are subject to the Indiana Public Records Act, IC 5-14-3 et.seq., and, after the contract award, may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the Indiana Public Records Act must place all confidential documents (including the requisite number of copies) in a sealed envelope clearly marked "Confidential" and must indicate in the transmittal letter and on the outside of that envelope that confidential materials are included. The Respondent must also specify which statutory provision applies. The IFA reserves the right to make determinations of confidentiality. If the IFA does not agree that the information designated is confidential under one of the disclosure exceptions to the Indiana Public Records Act, it may either reject the qualification or discuss its interpretation of the allowable exceptions with the Respondent. If agreement can be reached, the qualifications will be considered. If agreement cannot be reached, the IFA will remove the qualifications from consideration for award and return the qualifications to the Respondent. The IFA will not determine compensation to be confidential information.
- (g) In the event the parties selected do not enter into the required agreement to carry out the purposes described in this request, the IFA may, in addition to any other rights and remedies available at law or in equity, commence negotiations with another person or entity.
- (h) In no event shall any obligation of any kind be enforceable against the IFA unless and until a written agreement is entered into.
- (i) By submitting a response to this request, each respondent waives all rights to protest or seek remedies whatsoever regarding any aspect of this request, the selection of a respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- (j) Firms selected may not conduct outreach on non-PRG sites while under contract with IFA for the PRG initiative and while performing activities related to this initiative.
- (k) The IFA will not assume any responsibility or liability for any expenses incurred by a respondent, or prospective respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this Request.

## **EXHIBIT A**

### **MAP OF SEVEN ADMINISTRATIVE REGIONS**

# RFQ for Petroleum Remediation



**EXHIBIT B**  
**PRG PAYMENT SCHEDULE**

The PRG payment schedule is organized around five main tasks. Payment is a percentage of the approved amount.

### **TASK 1 – SITE IDENTIFICATION**

**PAYMENT\***  
**100%**

A. Task includes (but is not limited to):

- Traveling within Region(s)
- Meeting with political subdivisions about potential sites
- Identifying potential sites and providing comprehensive list to Indiana Brownfields Program for review

### **TASK 2 – STORAGE TANK REMOVAL**

**PAYMENT**  
**85%**

A. **Field Phase**

Includes (but is not limited to):

- Preparation, submittal, and approval of all required notifications, permits, and other required documentation
- Preparation and implementation of a mandatory Health and Safety Plan for the removal activities
- Mobilization and demobilization
- Use of geophysical methods for locating tank(s)
- UST/AST removal and disposal, including tank contents, associated product piping/distribution lines, fuel dispenser(s) (if present) and concrete/asphalt pad material
- Removal and disposal of additional soil volume in tank pit and/or vicinity specified in the bid request
- Removal and disposal of all additional soil, groundwater, equipment, and personal protective equipment incidental to the removal and/or tank closure sampling activities.
- Excavation backfill
- Laboratory analysis

B. **Reporting Phase**

**15%**

Includes (but is not limited to):

- Preparation, submittal and approval by the Indiana Brownfields Program of the report describing removal activities, or other documentation as required by the Indiana Brownfields Program. NOTE: A determination that removal and closure sampling activities were properly completed must be made by the Indiana Brownfields Program to trigger final payment.

### **TASK 3 – SOIL/GROUNDWATER DELINEATION**

**PAYMENT**  
**75%**

#### **A. Field Phase**

Includes (but is not limited to):

- Preparation, submittal, and approval of all required notifications, permits, and other required documentation
- Preparation and implementation of a mandatory Health and Safety Plan for the delineation activities
- Mobilization and demobilization
- Monitoring well installation and development
- Sampling (using USEPA/IDEM approved protocols)
- Laboratory analysis

#### **B. Reporting Phase**

Includes (but is not limited to):

- Preparation, submittal and approval by the Indiana Brownfields Program of the report describing delineation activities or other documentation as required by the Indiana Brownfields Program. NOTE: A determination that soil/groundwater impacts have been fully delineated must be made by the Indiana Brownfields Program to trigger final payment.

**25%**

### **TASK 4, TASK 5 – SOIL/GROUNDWATER REMEDIATION**

**PAYMENT**

For payment purposes, Task #3 and Task #4 have three identical sub-phases of activity: (A) Remedy Implementation Phase, (B) Demonstration Phase, and (C) Reporting Phase.

#### **A. Remedy Implementation Phase**

**50%**

Includes (but is not limited to):

- CAP preparation, submittal, and approval
- Mobilization and demobilization
- Remedial Activities

Examples

- i. Installation and startup of physical systems, including Indiana Brownfields Program verification of the same
- ii. soil excavation/disposal considered same as physical system implementation
- iii. risk assessment/modeling considered same as physical system implementation, following preliminary approval by the Indiana Brownfields Program of the methodology and findings
- iv. monitoring well installation and development

- Other activities as necessary and/or applicable

Examples

- i. removal and disposal of free product

- ii. disposal of other impacted materials associated with remedial activities (purge water, excavated soils from system installation, etc.)
- Demonstrate post-implementation contaminant baselines if pre-implementation baseline information is either not available or was acquired more than eight (8) quarters prior to implementation of remedy

#### **B. Demonstration Phase**

- Preparation, submittal and approval by the Indiana Brownfields Program of the progress report(s) demonstrating contaminant reduction. The percentages of reduction and corresponding payment amounts are given below. Indiana Brownfields Program concurrence that reduction percentages have been achieved will be required to trigger payment.
  - i. 65% contaminant reduction (from baseline to cleanup target) **10%**
  - ii. 85% contaminant reduction (from baseline to cleanup target) **15%**
  - iii. 100% contaminant reduction (from baseline to cleanup target) **15%**

#### **C. Reporting Phase**

**10%**

Includes (not all activities will be applicable):

- Preparation, submittal and approval by the Indiana Brownfields Program of the final closure report summarizing remedial activities and contaminant reduction. NOTE: A determination that remedial goals have been achieved must be made by the Indiana Brownfields Program through issuance of a Site Status Letter (SSL)\*\* or a No Further Action Letter (NFA) to trigger final payment.

**\* Note:** All payments will be made by the IFA to the project community, based on the percentage amount of the project award. The project community will then disburse funds to the PRG consultant according to local procedures.

**\*\* Note:** Sites with off-site contamination left unaddressed through the PRG will be issued Site Status Letters, instead of a NFA, as confirmation that remedial goals have been achieved. The issuance of a Site Status Letter confirming achievement of goals will trigger final payment.